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MEMORANDUM FOR THE RECORD

26 April 1963

SUBJECT: Meeting on Language Qualifications Register  
25X1A9a

At a meeting of [REDACTED] of  
Machine Records Division, and C/AIB, the following matters of language  
qualifications reporting were covered:

a. Norma called attention to the discrepancies in the  
LQR that concerned incorrect test results identified with two different  
people of the same last name. She explained the omission of test results  
which she had sent during the September to December period of 1962.

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MEMORANDUM FOR THE RECORD (cont.)

The men want Norma to send them this information and they will prepared to search and determine what has happend and what has to be done to correct the record.

b. The Registrar Staff is concerned about numerical reports to be made from the Register. We agree to send <sup>25X1A9a</sup> [REDACTED] <sup>25X1A9a</sup> (at [REDACTED] request) the specific information that we want returned to us in the form of numerical reports. This takes us back to the meeting that Wendall, <sup>25X1A9a</sup> [REDACTED] Norma and I had at which time we outlined the data to be included in such reports. Where this data are now is to be determined, but regardless, it must be produced for Frank's information.

c. We agreed that Registrar Staff (AIB) will need only the alphabetical LQR as a source of information in carrying out its work in language proficiency. Meanwhile, we are going to get a <sup>(105 men)</sup> ✓ monthly master run which will be a combination of all staff personnel, with serial numbers and so forth as our bible for combined training and language and records work. We will also receive a list of delinquents.

d. The new language codes will be identified in the next LQR, but room was found under the data to include the <sup>Frank</sup> career text of the language.

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*No flag  
Aggravated  
and more  
Serial No. 100  
Remain the  
same.*

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MEMORANDUM FOR THE RECORD (cont.)

e. Two runs of language qualifications are going to be made after 30 June; one on IBM, the other on computer. However, the MRD group is making a concentrated effort to get their punch cards in complete order since the information that is taken from punch cards for the computer is hoped to be absolutely complete.

f. The Office of Personnel is going to use a Form, (presently identified as 4-63 1962 A -Test) to update all language records as the information comes into that office from other offices of personnel and the RS/OTR. This means that we will not be getting into the business of identifying changes, deletions, additions and so forth. Qualifications will be a check-point for MRD and will edit all of the information before it goes onto the computer. The whole idea is to set up a series of check points so that qualifications information can be as complete and correct as possible. Frank mentioned that the 5 by 8 copies of language test results which we now send to MRD will be sent from there to qualifications and the information is to be transcribed onto this Form 4-63 1962 A for report.

g. The Language Qualifications Register will show nothing in connection with payment of awards. This is understood to be a Comptroller piece of information.

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MEMORANDUM FOR THE RECORD (cont.)

*h.* Beginning in June, regardless of Staff status and the changes in such, all Agency employees will retain the same serial number. In the combined alphabetical run of Agency personnel, both true names and pseudonyms will appear. *we will get a run*

*i.* Sometime after September, the combined machine sources expect to be able to prepare any kind of numbrical (they call it "statistical") report that we may need.

*j.* Norma appreciated the status of the current activity (or lack of) in MRD's showing language test results on the punch cards during the first four months of 1963 has not sent these forward, to the great happiness and thanks of [REDACTED] He or 25X1A9a Frank will call for them when needed for use in producing the next IBM run.

*k.* Norma has been asked to retain the test results of the special contract people now studying Russian at Georgetown.

*l.* After the 30 June cut-off, Bill and Frank want to get together with us to tie up any loose ends of information. They will put a freeze on any transcription of information so that before they move into the new type of computer reproduction they will be positive, they have the absolutely current information on language competence.

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